

**Student Activity  
Conclusion Form  
with PDCA for  
International  
College, University  
of the Thai  
Chamber of  
Commerce**

# What we did in International College

- ▶ 1. International College got suggestion from QA Evaluation Committee 2016 that our students should be trained about QA. We had a meeting and agreed that the students should learn by doing to understand about QA; therefore, we set up our KM topic to be the student activity conclusion form with PDCA process
- ▶ 2. Sharing and exchange information to set up student activity conclusion form with PDCA process to be used by International College students and staff.
- ▶ 3. Post student activity conclusion form with PDCA process in IC Data for everyone in International College can easily download and sent directly to Associate Dean for Student Affairs for the students who were assigned to arrange the activities.
- ▶ 4. Inform the staff where they can get the student activity conclusion form via messenger app.
- ▶ 5. Make a conclusion and post in UTCC KM System and International College website in the item of Knowledge Management Academic Year 2017





# Student Activities Conclusion Form in English Language

## International College Activity Conclusion Form 2017

<b>Project</b>					
<b>Date</b>					
<b>Venue</b>					
<b>Participants</b>					
<b>Objectives (P)</b>					
<b>Key Performance Indicators (P)</b>		Target (C)		Achievement (C)	
<b>Evaluation Score Target of the Participants (P)</b>	Not less than 3.51	Evaluation Result of the Participants (C)		Achievement (C)	
<b>Budget Requested (P)</b>		Budget Used (C)		Balance (C)	
<b>Picture of the Activities (D)</b>					

Continued...

<b>Date/Time/Participants of the Meeting after the Activity Finished</b> (C&A)	
<b>Strengths and Weakness found from this activity</b> (C)	
<b>* IC Identity or/and **UTCC Identity the students got from attending this activity</b> (C)	
<b>Project Development Practices</b> (A)	

\* IC Identities: 1. Strategic/ Global Mindset 2. Leadership 3. Entrepreneurship

\*\* UTCC Identities: 1. Healthiness 2. Arts and Culture 3. Moral and Ethical 4. Benefit towards society and helping preserve environment



# Student Activities Conclusion Form in Thai Language



## แบบฟอร์มสรุปกิจกรรมนักศึกษาวิทยาลัยนานาชาติ ปีการศึกษา 2560

ชื่อโครงการ					
วันที่จัด					
สถานที่จัด					
ผู้เข้าร่วมโครงการ					
วัตถุประสงค์ (P)					
ดัชนีชี้วัดความสำเร็จ (P)		ผลการวัด ความสำเร็จ (C)		ผลสัมฤทธิ์ โครงการ (C)	
เป้าหมายคะแนนความพึง พอใจของผู้เข้าร่วมกิจกรรม (P)	ไม่ต่ำกว่า 3.51	ผลลัพธ์คะแนน ความพึงพอใจของ ผู้เข้าร่วมกิจกรรม (C)		ผลสัมฤทธิ์ โครงการ (C)	
งบประมาณที่ขอใช้ (P)		งบประมาณที่ใช้จริง (C)			
ภาพประกอบการทำ กิจกรรม (D)					
วันที่/เวลา/ผู้เข้าร่วม ประชุมติดตามผลการ ดำเนินกิจกรรม (C&A)					
ข้อดี-ข้อเสียที่พบจากการจัด กิจกรรม (C)					



\* อุตลักษณ์ของวิทยาลัย  
นานาชาติ หรือ/และ \*\*อัตร  
ลักษณ์ของมหาวิทยาลัย ที่  
นักศึกษาได้จากการทำ  
กิจกรรมนี้  
(C)

แนวทางปฏิบัติในการ  
พัฒนาโครงการ  
(A)

#### หมายเหตุ

\*อัตรลักษณ์ IC ได้แก่ 1. Strategic/ Global Mindset 2. Leadership 3. Entrepreneurship

\*\*อัตรลักษณ์ มกค ได้แก่ 1. ส่งเสริมสุขภาพ 2. ส่งเสริมศิลปะและวัฒนธรรม 3. กิจกรรมเสริมสร้างคุณธรรมและจริยธรรม  
4. บำเพ็ญประโยชน์หรือรักษาสิ่งแวดล้อม



# Samples of the form usage

# Used by students

International College Activity Conclusion Form 2017

+					
Project	UTCC IC Chinese Moon Festival				
Date	4th October				
Venue	Old IC common room				
Participants	UTCC IC CHINA STUDENT UNION				
Objectives (P)	1. Make international students join the activities 2. Make international students know more Chinese culture 3. Make Chinese students feel that they can happy in other countries				
Key Performance Indicators (P)	1. Number of international students join the event. 2. Number of Alumni join the event. 3. Chinese culture show in this event.	Target (C)	1. Not less than 20 international students. 2. Not less than 3 alumni. 3. Has shown Chinese culture through the activities in this event.	Achievement (C)	1. 23 students (Achieved) 2. 3 alumni (Achieved) 3. Has shown Chinese culture through activates (Achieved)
Evaluation Score Target of the Participants (P)	Not do	Evaluation Result of the Participants (C)	Not do	Achievement (C)	Not do
Budget Requested (P)	THB6000	Budget Used (C)	THB6000		

Picture of the Activities  
(D)



Date/Time/Participants  
of the Meeting after  
the Activity Finished  
(C&A)

6pm, 4<sup>th</sup> October  
Utcc Ic China Student Union

Advantages and  
Disadvantages Found  
from the Activities  
(C)

We are good at show more about Chinese culture to all international students also use fun culture game let international students learn.  
We are bad at team work related like each function didn't know each well. But after this time we will proved and learn more experience.

<p>IC Identity or UTCC Identity the students got from attending this activity (C)</p>	<p>IC Identities: Leadership UTCC Identities: Arts and Culture</p>
<p>Project Development Practices (A)</p>	<p>We are team then we need practice more and relate more, we learn every experience to be better and better.</p>

\* IC Identities: 1. Strategic/ Global Mindset 2. Leadership 3. Entrepreneurship

\*\* UTCC Identities: 1. Healthiness 2. Arts and Culture 3. Moral and Ethical 4. Benefit towards society and helping preserve environment

# Used by staff

## International College Activity Conclusion Form 2017

+					
Project	School Networking trip to Laos, <u>Luang Prabang</u> 2018				
Date	25-27 January 2018				
Venue	<u>Luang Prabang</u> , <u>Kiettisack</u> international high school				
Participants	8 students from different academic year.				
Objectives (P)	1. To promote the international course to the target group in Laos. 2. To promote and support students to study at the University of the Thai Chamber of Commerce 3. To create a good image to the University of the Thai Chamber of Commerce 4. To build connection between IC UTCC and high school in Laos. 5. To create the students who attend the trip with international experience for Global Mindset Identity.				
Key Performance Indicators (P)	Evaluation from of IC	Target (C) Active	Active and satisfaction	Achievement (C)	0% disagree and strongly disagree
Evaluation Score Target of the Participants (P)	Not lower than 3.51	Evaluation Result of the Participants (C)	5.0	Achievement (C)	8 out of 8 students strongly agree. By interviewed
Budget Requested (P)	<u>xxxxxxx</u> B	Budget Used (C)	<u>xxxxxxx</u> B (Balance <u>xxxxxxx</u> B)		
Picture of the Activities (D)	Detail in attached file				
Date/Time/Participants of the Meeting after the Activity Finished (C&A)	Date >>27 January 2018 Time >>2:30 pm Participants>>8 students				
Advantages and Disadvantages Found from the Activities (C)	Participants responded that they like the activity overall and want to join this activity again. 8 out of 8 students strongly agreed and this activity is success one.				
□					

<p>IC Identity or UTCC          Identity the students          got from attending          this activity          (C)</p>	<p>IC Identities: Global Mindset           UTCC Identities: Arts and Culture; Benefit towards society and helping preserve environment</p>
<p>Project Development          Practices          (A)</p>	<p>We will continue developing our process to achieve our target if 100% strongly agree satisfaction.</p>

\* IC Identities: 1. Strategic/ Global Mindset 2. Leadership 3. Entrepreneurship

\*\* UTCC Identities: 1. Healthiness 2. Arts and Culture 3. Moral and Ethical 4. Benefit towards society and helping preserve environment



**January 2018**

**Organized by UTCC International**



UTCC International students visited Kiettisack international high school



UTCC International students doing activities with the kids from Kiettisack high school

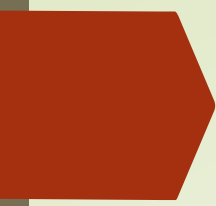




UTCC International students visited a temple in Luang Prabang



UTCC International students donated books and stuffs to E'cole Orphanage School in Luang Pranbang



For IC staff, The files in Microsoft word can be downloaded from IC Data in folder “Student Activities” in the subfolder “Student Activities Conclusion Form”.

IC students can get the files from Associate Dean for Student Affairs or IC staff.

# IC DATA

Name	Date modified	Type	Size
AEC camp	31/8/2558 11:02	File folder	
Student Activities Conclusion Form	18/6/2561 15:47	File folder	
Student Exchange	31/8/2558 11:02	File folder	
UTCC Enactus 2013	31/8/2558 11:02	File folder	
ASEAN Camp in Pattaya201210031333096...	3/10/2555 13:33	Adobe Acrobat D...	507 KB
Barbara Aumeida20120817100453046	17/8/2555 10:04	Adobe Acrobat D...	463 KB
Bus for Ayuthaya 220121127110456515	27/11/2555 11:04	Adobe Acrobat D...	445 KB
Information	13/6/2554 14:00	Microsoft Excel W...	11 KB
letter to Amata Nakorn20121016132011406	16/10/2555 13:20	Adobe Acrobat D...	429 KB
letter to Leam Chabang Industria2012101...	16/10/2555 13:23	Adobe Acrobat D...	432 KB
Orientation 2012 schedule2012110514250...	5/11/2555 14:25	Adobe Acrobat D...	617 KB
Personality Development Activity	29/12/2553 16:53	Microsoft Word 9...	24 KB
SVI request for Chinese no.201210171329...	17/10/2555 13:29	Adobe Acrobat D...	1,228 KB
Trip to Lamchabang	19/10/2555 8:58	Adobe Acrobat D...	524 KB
โครงการปฐมนิเทศนักศึกษาใหม่ปี 2554	18/7/2555 17:15	Microsoft Word 9...	261 KB
แบบปฐมนิเทศการปฐมนิเทศต่างจังหวัดปี	4/10/2554 14:20	Microsoft Word D...	19 KB
รายชื่อไปมาคิสามพราน ก.พ. 57	27/2/2557 9:09	Adobe Acrobat D...	243 KB